

Laptop Use Policy

The James Kennedy Public Library has a laptop computer lab available for public use. Headphones are also available upon request. An LCD multimedia projector is available for groups wishing to use the lab for educational purposes.

The laptops are configured with the same software as the library's public desktop computers. Because the computers are wireless, they can access the library's Internet service anywhere in the library.

Priority Use:

1. Priority is given to classes and programs scheduled and / or presented by the library.
2. Use of the lab by city, nonprofit and community groups may be allowed as scheduling permits.
3. When not reserved or in use for classes or groups, patrons may be allowed to check out the individual laptops for use in the library only.

Policies for those wishing to use the lab as a whole:

1. Groups wishing to use the lab shall use the library's community room for whatever program they are planning so that the lab does not need to leave the library facility. Exceptions may be made at the discretion of the library director.
2. Groups wishing to use the lab must have someone who is authorized to accept responsibility for the return of the lab and all of its components and who will sign the Laptop Lab Users Agreement.
3. The Laptop lab and all components must be returned to a library staff member when due.

Policies for those wishing to check out individual laptops for use in the library:

1. Laptops will be checked out only to adult patrons in good standing who have had a James Kennedy Public Library Card for at least 30 days.
2. Patrons wishing to check out a laptop must have their library card or other identification with them.
3. Patrons may check out laptops for their own use only.
4. There is a limit of one laptop per patron.
5. Laptops are to be used inside the library and are not allowed to leave the building.
6. Laptops must be returned to a library staff member at the circulation desk when due.
7. All policies regarding computers and Internet access will apply to the use of the laptop computers.
8. Patrons checking out a laptop must sign a Laptop Users Agreement each time they wish to borrow a laptop.

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